General Description
Performs advanced level accounting functions related to the moderate oversight and daily management of accounting activities in an unit/office/division, such as auditing, financial reporting, reconciliations, General Ledgers, compliance, grants & contracts, budgets, accounts payable/receivables, policies and procedures.

Examples of Duties
- Evaluates and advises staff and faculty on guidelines on applicable financial laws, policies, and procedures.
- Assists with the development and implementation of policies and procedures related to the general operation of accounting unit.
- Provides oversight, advisement, and implementation of accounts receivables and payables management, financial reporting, auditing, General Ledgers, compliance, and reconciliations.
- Trains and supervises accounting staff and/or student assistants.
- Serves as a liaison between the accounting unit and other entities in the University.
- Maintains and updates accounting records.
- Determines appropriate approach in resolving advanced accounting challenges.
- Performs other advanced accounting duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of standard and advanced accounting procedures and practices.
- Knowledge of local, University, state, and federal policies and procedures.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of accounting information systems.
- Effective time management and skills.
- Effective oral and verbal communication skills with external and internal customers.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.